POSITION: COORDINATOR OF CHILDHOOD FAITH FORMATION
Diocese of Bridgeport, Office of Faith Formation

OVERVIEW:
The Coordinator of Childhood Faith Formation provides pastoral assistance, consultative services and skills training to parish Directors of Religious Education, catechists and all other parish leaders directing primary age catechesis and faith formation (i.e. persons between the ages of 4 through 11 years) and coordinates Catholic School elementary level catechesis. The coordinator will also collaborate with the Diocesan Leadership Institute for the ongoing professional development of all catechetical leaders in parishes and will collaborate with the Office of the Superintendent of Schools in regard to diocesan elementary schools.

REPORTS TO: Secretary for Catholic Education and Faith Formation

OBJECTIVE: In collaboration with the Coordinator of Youth Ministry and Faith Formation and the Coordinator of Family Faith Formation, the Coordinator of Childhood Faith Formation strives to form intentional disciples among the elementary school age youth of the Diocese of Bridgeport and supports those who minister to elementary school age youth in the parishes and schools of the diocese.

CLASSIFICATION: Exempt

RESPONSIBILITIES include, but are not limited to:

- Develop and communicate a vision of intentional discipleship to all those in ministry to elementary school age youth, overseeing the reception and implementation of this vision through personal advocacy, resource creation and allocation, and the development of evaluation metrics for assessment. This includes articulating a vision/direction for all parish and Catholic school elementary catechetical programs.
- Develop goals, objectives and strategies for a vibrant religious education program in parishes.
- Work with Catholic elementary schools to ensure that every administrator and teacher understand his/her role as a catechist.
- Develop a coordinated approach to faith development through elementary catechesis in both parishes and Catholic schools.
- Direct the implementation and on-going management and support of all diocesan religious education programs.
- Participate in the upcoming revision of the Diocesan Sacramental Guidelines; once promulgated, seek their implementation, especially in terms of the sacraments of initiation, in all the parishes and schools of the Diocese.
- Serve as a resource for parishes and schools offering the Catechesis of the Good Shepherd Program.
- Promote professional development and ongoing education for all catechetical leaders in collaboration with the Diocesan Leadership Institute.
• Assist parish leaders by offering resources and training for the proper administration of the RCIC program in every parish of the Diocese.
• In collaboration with the Diocesan Leadership Institute, offer formation, training and ongoing support to all catechists and leaders involved in the RCIC program.
• Collaborate with St. Catherine Center for Special Needs to develop individualized programs for parishes and/or parishioners with special religious education needs in elementary school years.
• Evaluate the parish religious education programs in relation to the goals, objectives and strategies.
• Synthesize evaluation data and give feedback to appropriate constituents.
• Build and maintain a collaborative relationship with the other Coordinators in the Office of Faith Formation, in order to provide parishes and schools coherent and effective pastoral service.
• Participate in departmental planning, development, and budget oversight.
• Build relationships with other dioceses and national/regional catechetical leaders.
• Complete other tasks as directed by the Secretary for Catholic Education and Faith Formation.

MINIMUM QUALIFICATIONS:
• Practicing Roman Catholic in good standing with a deep understanding and love for the Church’s teachings
• A graduate degree in Catholic theology or religious studies
• Ability to manage multiple projects and work collaboratively with various constituents in the Diocese
• Demonstrated excellence in communication, managerial and organizational skills
• Proficient with Microsoft Office (Word, Excel, Power Point) and experience utilizing information technology and social media in the administration of catechetical and religious formation programs
• Experience in updating websites and use of ministry-related social media
• Demonstrated leadership experience in parish or diocesan ministry

PREFERRED QUALIFICATIONS:
• Professional Fluency in English and Spanish – proficient ability to read, write and speak in both languages

Qualified applicants submit résumé and cover letter:
Human Resources Department
Diocese of Bridgeport
238 Jewett Avenue
Bridgeport, CT 06606
email: hrdept@diobpt.org